



# *iTAX:*

## Guest House Levy

## User's Manual



May 2014

## Table of Contents

DOCUMENT HISTORY.....	Error! Bookmark not defined.
1 INTRODUCTION.....	3
2 OVERVIEW.....	4
3 GUEST HOUSE LEVY MODULE .....	6
3.1 Searching Guest House information .....	6
3.2 Entering Guest House information .....	8
3.3 Editing Guest House information.....	9
3.4 Printing Guest House Levy Registration information .....	9
3.5 Guest House Levy Declaration .....	9
4 REPORTS MODULE .....	11
4.1 General Abstract of Collections .....	11
4.2 Collection Report .....	11
4.3 List of Guest Houses.....	12
5 ACCRONYMS AND ABBREVIATIONS.....	14

# **1 INTRODUCTION**

iTAX or Integrated Taxation Management System is an integrated software composed of several modules that individually accommodate the procedures that signify each of the local government offices.

iTAX provides a Guest House Levy Module for the use by the LGA for registering guest houses and collecting guest house levies using this information.

## 2 OVERVIEW

Every owner of a hotel or guest house is required by law to pay, in respect of every guest, a levy of twenty per centum (or as prescribed by LGA bylaws) of the hotel charges. The levy imposed shall be paid by the owner in such manner and at any intervals which may be prescribed. The levy payable by a guest house owner shall be due to the LGA responsible for the area in question.

Guest House Levy is a module in the iTAX software application that automates most of the processes and transactions related to revenue collection of Guest House Levy. Like all thematic modules in iTAX, this module is linked to other modules which enable it to utilize the common functions that handle taxpayer data, accounting, payments, enforcements and reports.

The Guest House Levy module provides the functionalities that allow the LGA or the user to process transactions regarding the guest house levy. The module also provides analysis of estimated income from guest house levy.

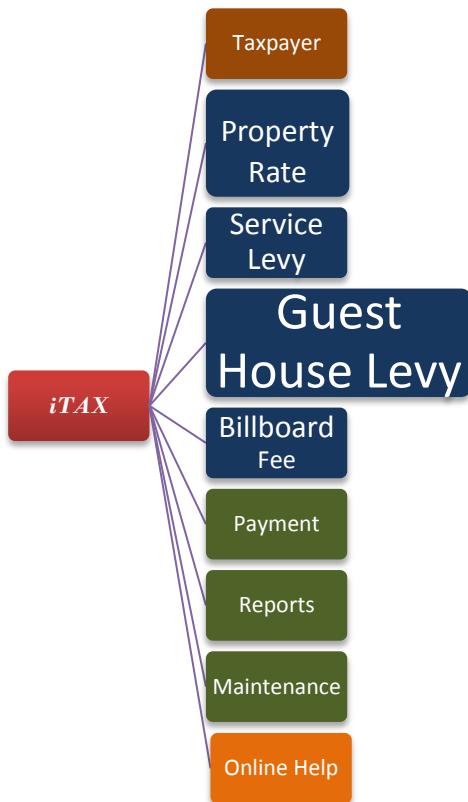


Figure 1 – Guest House Levy

Figure 1 illustrates the structure of the iTAX application with Guest House Levy as the module under focus. Also shown are other support modules such as Reports and Maintenance that provide common services. Online Help is additional function in the software that provides help from the Internet.

The table below summarizes the features, transactions and reports of the Guest House Levy module.

FEATURES	
	<ol style="list-style-type: none"><li>1. Record all data items on guest house.</li><li>2. Declare a guest house monthly income.</li><li>3. Issue a receipt for Guest House Levy payment</li><li>4. Accept full, partial and advance payments</li></ol>
TRANSACTIONS	
	<ol style="list-style-type: none"><li>1. Create, edit and delete a guest house information</li><li>2. Edit ownership information</li><li>3. Add, edit and delete room information</li><li>4. Compute penalties/interests</li></ol>
REPORTS/DISPLAYS	
	<ol style="list-style-type: none"><li>1. List of guest houses</li><li>2. Guest house levy due bill</li><li>3. General Abstract of collections</li><li>4. Collection Report</li></ol>

*Figure 2 - Guest House module features, transaction and reports*

### 3 GUEST HOUSE LEVY MODULE

The Guest House Levy module has two windows for the management of revenue collections. The first window is the Guest House Levy Entry window that allows the registration and management of guest house information. The second window caters for guest house levy declaration and debit posting processes.

To access the Guest House Levy Entry window go to the FEES/LEVIES Menu > Guest House Levy >Guest House Levy Entry.

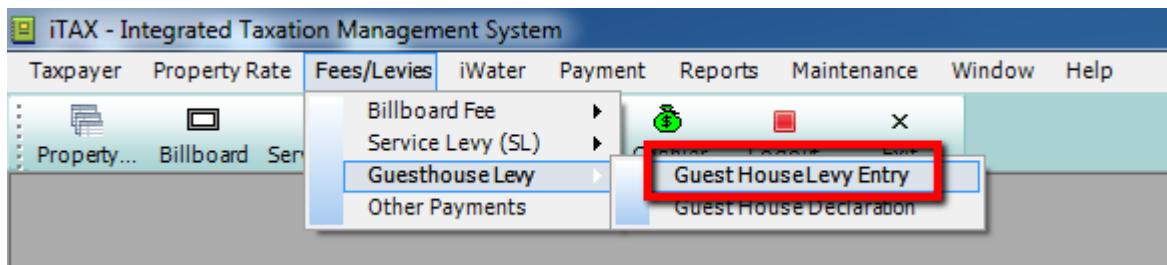


Figure 3 – Guest House Levy Entry Menu

The Guest House Levy window will display.

A screenshot of the "Guest House Levy Entry" window. The window is divided into several sections: "Guesthouse Information" (Registration Date, Guesthouse Name, Business License, VAT Registered, No. of Employees); "Hotel / Guesthouse Address" (Postal Address, Ward, Mtaa, Location Details, Block Number, Plot Number); "Owner Information" (TIN, Company Name, Title, First Name, Middle Name, Last Name); "Other Information" (PRN, Name, Contact No., AIDS/ HIV POLICY, Condom Availability, Condom Provider); and a "Room Detail" section with a table for Room Type, No. of Rooms, Capacity, Rate / Day, and buttons for Add Row and Delete Row. On the right side, there is a vertical toolbar with buttons for Search, New, Edit, Save, Cancel, Close Record, Print, Post Debit, and Close.

Figure 4 – Guest House Levy Entry window

#### 3.1 Searching Guest House information

1. In the Guest House Entry window, click the SEARCH button to locate a certain guest house. The Guest House Levy Search window (Figure 5) will display.

**GUESTHOUSE LEVY SEARCH**

Criteria :

ID:	Block No.:
Guesthouse Name:	Street:
Owner:	Mtaa:
Registratin Date:	Ward:
Plot No.:	

Result :

ID	Guesthouse Name	Owner Name	Employees	Plot No.	Block No.	Street	Mtaa
11	TST	Zinganisa, Atiki	15			tst	/Azimio/Mwandiga

Figure 5 - Guest House Levy Search window

2. Retrieve the desired Guest House information from the Guest House Levy Search window by typing in the information that determines the guest house. You may be able to search for a guest house by typing information in any of the given columns.
3. Select the guest house you wish to view, click RETURN button.
4. The Guest House Levy Entry window will be populated with the retrieved information.

**Guest House Levy Entry**

\*Registration Date: 21/03/2013

**Guesthouse Information**

\*Guesthouse Name: MTWARA GUEST HOUSE

\*Business License: BL MT G H

\*License Date: 21/03/2013

\*VAT Registered:  Yes  No

\*No. of Employees: 7

**Hotel / Guesthouse Address**

**POSTAL ADDRESS**

P.O. Box:

\*Ward: Pahi

**PHYSICAL ADDRESS**

\*Mtaa: Alarash

\*Location Details: 1st round about

Block Number:

Plot Number:

**Owner Information**

Date Closed:

\*TIN:

NON-INDIVIDUAL

Company Name:

INDIVIDUAL

Title:

First Name: Ahmadi

Middle Name: Musa

Last Name: Woga

**Other Information**

Date Closed:

\*PRN: 0905-123-126-265-2451

**CONTACT PERSON**

\*Name:

Contact No. (+255)-

**AIDS/ HIV POLICY**

\*Condom Availability: Not Available

Condom Provider:

Interested in Municipal Service providing condoms for free (Health Department)?

**Room Detail**

Room Type	No. of Rooms	Capacity (Max Persons / Room)	Rate / Day
SINGLE BEDROOM	5	5	30,000.00
DOUBLE BEDROOM	3	6	40,000.00

Add Row

Delete Row

Figure 6 - Guest House Levy Entry window

## 3.2 Entering Guest House information

1. In the Guest House Entry window, click the NEW button to get a blank Guest House Entry form.
2. Enter Guest House information, Owner information and other information.
3. Enter room details in the tab control at the bottom of the screen.
4. Click SAVE button when you are done.

## 3.3 Entering Guest House Levy information when Business License Registration is mandatory

The LGA has the option to make registration for Business Licenses mandatory before any Guest House Levy can be collected. This option is set in MAINTENANCE > SYSTEM VARIABLES by an administrator:

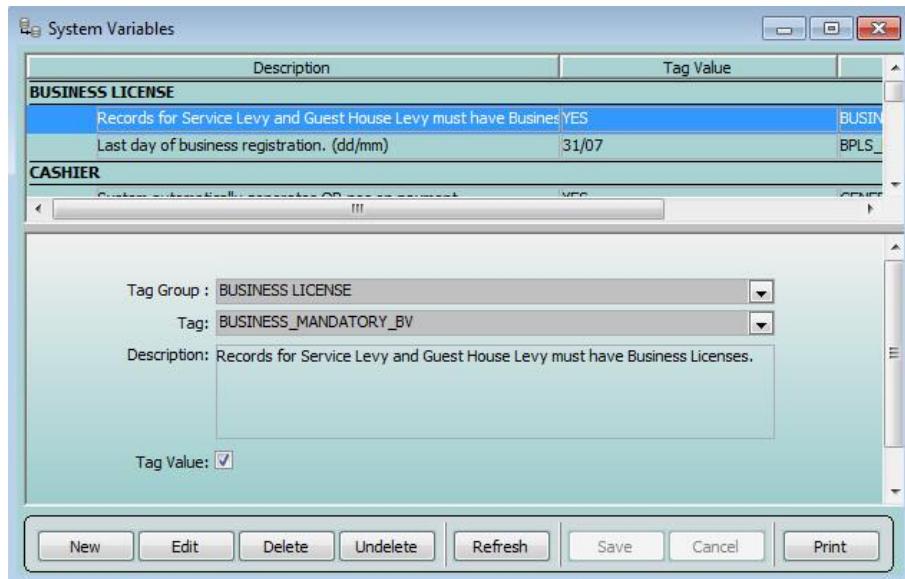


Figure 7 –Setting Business License registration as mandatory

Once the system variable is set, the behaviour of the NEW button as well as the fields will change in the Guest House Levy window. To enter new data:

1. In the Guest House Levy Entry window, click the NEW button. The SEARCH BUSINESS window will open in order for the user to select the business liable for the Guest House Levy.
2. Search and select the business then click RETURN.
3. Since the Guest House Levy is now basing its information on a registered business most of the fields will be auto-filled and disabled.

Room Type	No. of Rooms	Capacity (Max Persons / Room)	Rate / Day
DOUBLE BEDROOM	90	2	96,000.00
EXECUTIVE	5	4	140,000.00

Figure 8 –The entry form with some fields filled with the Business's information and disabled.

4. Enter Guest House information, Owner information and other information.
5. Enter room details in the tab control at the bottom of the screen.
6. Click SAVE button when you are done.

### 3.4 Editing Guest House information

1. Use the search instruction in section 3.1 above to locate a specific guest house for editing.
2. Click the EDIT button to start editing guest house data stored in the database.
3. Click SAVE button when you are done with editing.
4. Click the CLOSE button to end the editing session.

### 3.5 Printing Guest House Levy Registration information

1. Use the search instruction in section 3.1 above to locate a specific guest house.
2. Click the PRINT button.

### 3.6 Guest House Levy Declaration

Go to the FEES/LEVIES Menu > Guest House Levy >Guest House Declaration.

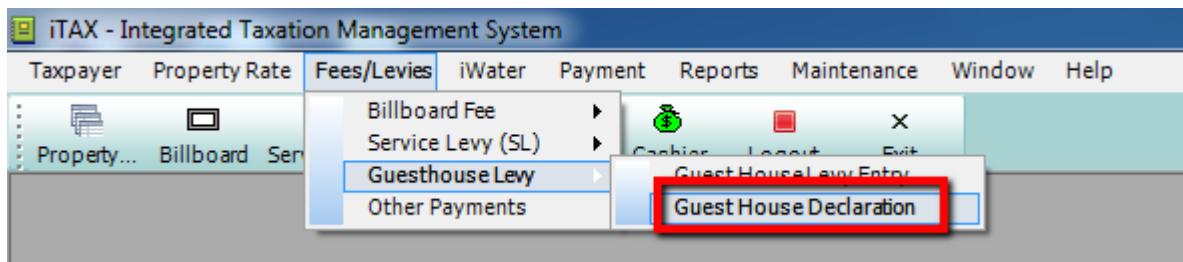


Figure 9 – Guest House Declaration Menu

The Guest House Levy Debit Posting window will display.

Figure 10 – Guest House Levy Debit Posting window

1. Select the year from the dropdown list, and then click the RETRIEVE button to display declared revenue.
2. Select the guest house from your left hand side.
3. Put a check mark on the declaration you wish to post and click the POST button.

## 4 REPORTS MODULE

In the iTAX application reports are grouped together under the Reports Module. Reports that use data generated by the Guest House Levy module are General Abstract of Collections and Collection Report. These reports are described in the sections below

### 4.1 General Abstract of Collections

To access the General Abstract of Collections go to REPORTS Menu > COLLECTION / PAYMENT > GENERAL ABSTRACT OF COLLECTIONS.

Abstract of Collection for the 1st Quarter of 2013							
Payment Date	Taxpayer Name	Receipt No.	Cropland Crating facility	Guest House Levy	Basily umgards, Party Crop service Leicens produc	Grand Total	
26/03/2013	KINYAMOGHA, ISMAILY L	123			5,000.00	5,000.00	
		1235		3,000.00		13,500,000.00	
		125		3,000.00		500,000.00	
	MASSAWE, JOHN B.	456567			000.00	500,000.00	
		4567		3,000.00		480,000.00	
		8765		3,000.00		80,000.00	
		987654		4,400.00	4,400.00	1,668,800.00	
	MTELEWA	1234		3,000.00		100,800,000.00	
		234		3,000.00		16,800,000.00	
		5588	1.00			2,000.00	
		6666			3,000.00	1,000,000.00	
	nicholas	00987			7,420.00	57,420.00	
		1234		30		80,000.00	
		2345			2,400.00	62,400.00	
		23456		0.00		0.00	
28/03/2013	Woga, Ahmadi	10223		3,000.00		9,000.00	
28/03/2013	Woga, Ahmadi	2345432		135,000.00	5,000.00	270,000.00	
		876543456		872,010.00	2,010.00	1,744,020.00	
		8765456765			900.00	900.00	
		876567876		38,790.00	3,790.00	77,580.00	
Grand Total		8,001,000.00	10,000,000.00	1,045,800.00	10,209,000.00	5,000.00	745,277,000.00
							526,352,943.27

Figure 11 – General Abstract of Collections window

1. Select the type of report you wish to have, Quarterly or Monthly.
2. Click the month or quarter you wish to view depending on the above selection.
3. Select the year and then click RETRIEVE button.
4. Make sure to set the appropriate Print size and format before clicking the PRINT button.
5. To exit from the window, click the CLOSE button.

### 4.2 Collection Report

To access the Collection Report go to REPORTS Menu > COLLECTION / PAYMENT > COLLECTION REPORT.

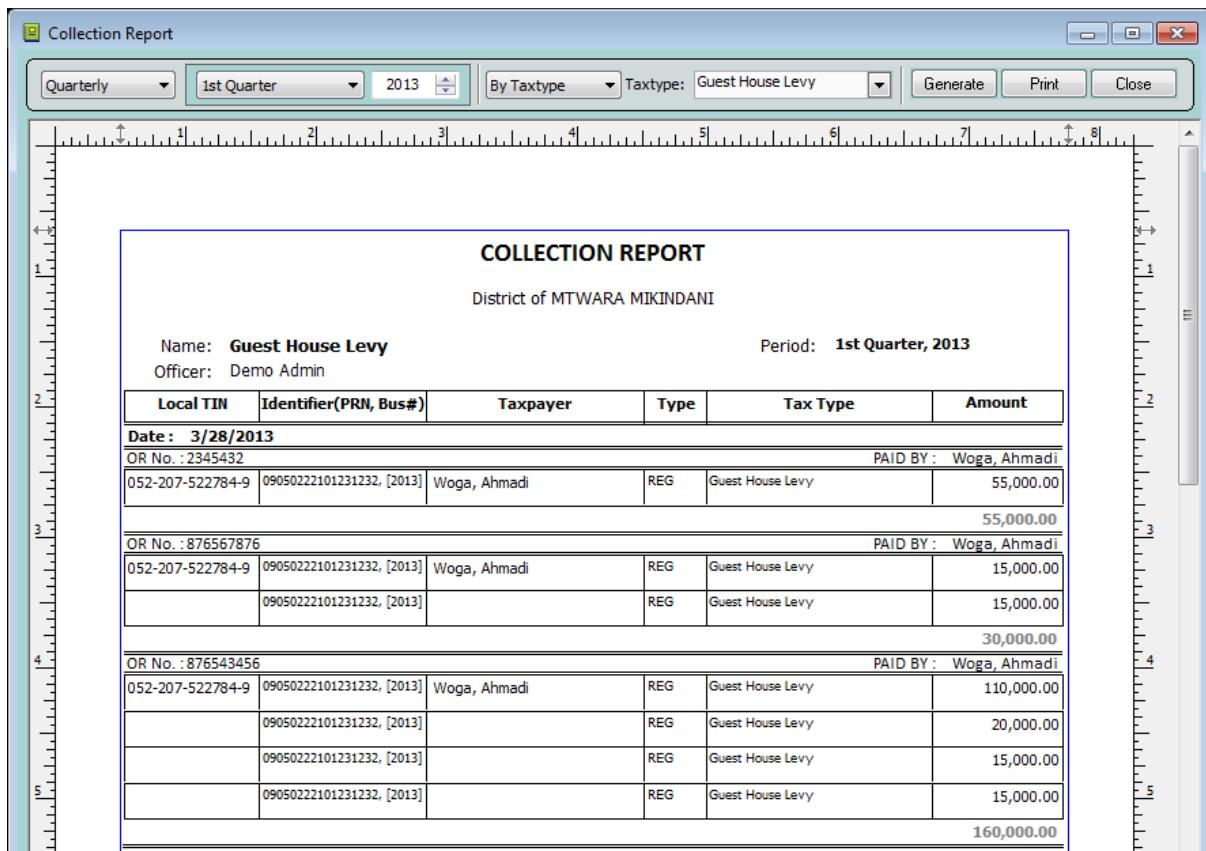


Figure 12 – Collection Report window

1. Select the type of report you wish to have, Quarterly or Monthly.
2. Click the month or quarter you wish to view depending on the above selection.
3. Select the year and the tax type. If by “tax type” is selected, then select the tax type from the tax type dropdown box.
4. Click the GENERATE button to display the report.
5. Make sure to set the appropriate Print size and format before clicking the PRINT button.
6. To exit from the window, click the CLOSE button.

### 4.3 List of Guest Houses

To access the Collection Report go to REPORTS Menu > GUEST HOUSE LEVY > LIST OF GUEST HOUSES.

List of Guesthouses Report							
Owner Name	Guest house ID	Guesthouse Name	PO Box	Mtaa	Ward	PRN	Contact No.
Mohamed, Yusuph	102	TEST	2222	Biafra	Majengo	09050727011211212	
	164	SSS		Azimio KaskaziniMajengo		09050727120010042	
Woga, Ahmadi	179	MTWARA GUEST HOUSE		Alarash	Pahi	09051231262652451	
	172	TEST2		/Azimio/MwandiPahi		09050727100010103	

Figure 13 – Collection Report window

1. Make sure to set the appropriate Print size and format before clicking the PRINT button.
2. To exit from the window, click the CLOSE button.

## 5 ACCRONYMS AND ABBREVIATIONS

GFA	GFA Consulting Group GmbH, Hamburg, Germany
GIZ/GTZ	German Development Cooperation, Eschborn, Germany
iTAX	Integrated Tax Management System
LGA	Local Government Authority
TIN	Taxpayer Identification Number